

28 March 1985

MEMORANDUM FOR: Chief, Career Development Staff, DS&T

FROM:

Chief, Career Management and  
Development Division, EMG/OSO

SUBJECT: DS&T Recruitment Brochure

REFERENCE: DDS&T Memo 242-85, Dated 19 March 1985

1. Pursuant to the reference, attached is the OSO input for use in your recruitment and public relations initiatives.

2. Please contact me for any further assistance or clarification on this subject.

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DDS&T-242-85

10 MAR 1985

MEMORANDUM FOR: Director, OSO

FROM: R. E. Hineman  
Deputy Director for Science and Technology

SUBJECT: DS&T Recruitment Brochure

1. The Career Development Staff is preparing a DS&T brochure for use in recruitment and other public relations purposes. The advertising agency that is helping to prepare the brochure has asked for as much information as possible about our mission and requirements. Please help us compile this information by filling out the attached questionnaire. All information must be unclassified. It would also be helpful if you could provide up-to-date, unclassified organizational charts, mission statement, or similar materials.

2. Please return the questionnaire to [redacted] C/CDS, by 29 March 1985. If you have any questions, please contact

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3. Thank you for your help. I am sure the finished product will be useful to all of us.

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[redacted]  
R. E. Hineman

Attachment:  
As stated



DDS&T QUESTIONNAIRE

1. What are the mission and functions of OD&E?

- \*To seek out and identify future intelligence requirements that can be satisfied by technical collection systems.
- \*To identify and pursue the development of advanced technology that will support the design of future improved collection systems.
- \*To develop and acquire advanced intelligence collection systems.
- \*To perform services of common concern as a National management and technical asset.
- \*To help OD&E people to share in the Office's successes, which they make possible; to provide opportunities for advancement; and to inspire the personal satisfaction that comes from a sense of accomplishment in their work.
- \*To insure that all of OD&E programs are managed well, and that all individuals understand their goals, objectives, and tasks that contribute to the success of our programs.

2. In considering prospective employees, which disciplines are important to OD&E?

In general, engineering, primarily electrical and electronic, and physical sciences are the main disciplines. We also hire computer scientists and mathematicians including operations research STAT analysts and information science management specialists.

OD&E also has aeronautical and aerospace engineers, systems engineers, communications engineers, mechanical engineers, optical engineers and photographic scientists as well as business administration majors.



4. What technologies/special methodologies are relevant to the work in OD&E?

Technologies relevant to OD&E work include telecommunications, radar, antennas, receivers and recorders, microelectronics (design and fabrication), advanced semiconductor materials and devices and electro-optical devices.

5. What type of positions does OD&E have and what grade range is covered?

|                              |          |
|------------------------------|----------|
| *Physical Scientist-Research | GS-12/15 |
| *Electrical Engineer         | GS-11/14 |
| *Electronics Engineer        | GS-11/14 |
| *Computer Systems Analyst    | GS-11/14 |
| *Operations Research Analyst | GS-11/14 |
| *Project Management Engineer | GS-11/15 |
| *Mechanical Engineer         | GS-11/15 |
| *Engineer-General            | GS-11/15 |

6. What training and education opportunities are afforded to OD&E employees? What is required? Does OD&E support graduate training?

OD&E has an aggressive training program for its employees and encourages its employees to take advantage of training

opportunities. OD&E employees are enrolled in OTE courses to improve their skills and to develop them for increased responsibility. All staff employees are eligible for sponsorship for job-related external training to enhance their knowledge in their field. In addition to undergraduate and graduate level coursework, this includes technical meetings, conferences and symposiums.

OD&E sponsors several specific courses and conferences for its employees. For instance, all new employees in OD&E are required to attend the New Employee Orientation for OD&E and all new managers in OD&E are required to attend the OD&E Managers Course.

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OD&E strongly supports graduate training programs. OD&E currently has individuals attending [redacted] Program as well as the University [redacted]

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7. What travel is available or required by OD&E? Please specify whether for training or job assignment; whether for short-term TDY, extended TDY, extended PCS; and whether foreign or domestic.

Domestic travel is required for most positions within OD&E, both for training and work-related purposes. The duration of the domestic work-related TDY travel is one day to several weeks per person, per year. Training courses also run from one day to several weeks per year.

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8. What types of career positions does OD&E provide? Are non-managerial positions available at higher grades?

The Office of Development and Engineering offers career opportunities at the Senior Scientist and Engineering levels. These positions, and most positions below the GS-14 level, do not require managerial responsibilities.

9. Does OD&E have much contact with other Agency offices and within external organizations? What is the primary purpose of these contacts?

The Office of Development and Engineering maintains frequent contact with other Agency offices, primarily within the S&T Directorate, although working relationships exist with DDI offices as well as DDO. OD&E also maintains frequent contact with other Intelligence Community organizations for program reviews and coordination. Similar contact is maintained with DOD.

10. What does a career with OD&E offer that other employers cannot? What unique resources and professional benefits are available to your employees? What special challenges exist? Other comments that would "sell" OD&E.

A career with the Office of Development and Engineering offers management and technical experience in the development of "state of the art" collection systems. There is virtually no other office in the U.S. Government or private industry which can offer the diversity, quality of work and level of responsibility afforded the employees within OD&E.

The resources and professional benefits available to OD&E employees are primarily related to the nature of the work. Employees manage complex technical contracts, oversee system concept designs, develop specifications, evaluate design performance, monitor system operations, provide system analysis and technical direction for advanced intelligence collection technical studies, serve as contracting officer's technical representative for collection system analysis, and develop study plans, briefings and reports relating to a number of subjects within the technical collection field.

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12. Compare employment in OD&E with that in private industry.

Employment within the Office of Development and Engineering compares favorably with private industry. The overall responsibility level delegated to OD&E's employees is its greatest selling point. In private industry, work is generally limited in

scope and dictated to a large extent by deadlines and cost limitations. In OD&E, employees are expected to work independently and "do whatever is needed" to get the job done at the highest performance levels.

In the areas of pay and benefits, our private industry competitors tend to pay at a higher rate and offer some enhanced benefits, e.g. profit sharing, comprehensive health plans, automobiles, bonuses, etc. OD&E believes that most OD&E employees feel that while the additional benefits would be "nice to have", the increased job responsibility and satisfaction tend to offset the private industry "perks". .

In sum, the overall impression OD&E gives to its employees and prospective applicants is that it fosters a forward looking, creative, and dynamic environment. The excitement and challenge offered to an individual on the "inside" where he or she is not working on just a small part of a big system cannot be underestimated as a selling point for OD&E. The opportunity to participate in the full range of system development activities from the identification of evolving intelligence needs and the formulation of collection system requirements through the acquisition, acceptance, deployment and operation of these systems is indeed a unique opportunity that simply is not to be found in the private sector. The calibre of individual that OD&E seeks will want such an opportunity even if the restrictions imposed by security and compartmentation prevent us from revealing more substantive detail prior to actual employment.



The U.S. Joint Publications Research Service (JPRS), an FBIS contractual translation facility, has a continuing need for freelance independent contractors for translation from some 60 foreign languages into English. JPRS has a special interest in translators who have mastered scientific or technical vocabularies. JPRS contracts at a rate commensurate with the translator's educational background, experience, and level of accomplishment on a language examination. Contractors are paid by the thousand original words translated. Translators work at home. U.S. citizenship is not required for JPRS contractors.

## FBIS

For further details, write:

Foreign Broadcast Information Service  
P.O. Box 2604  
Washington, D.C. 20013  
(703) 351-2173

## JPRS

Submit a resume of your language(s), education, field of specialization, and experience to:

JPRS  
1000 North Glebe Road  
Arlington, Virginia 22201  
(703) 841-1050

*Foreign Broadcast Information Service  
has openings in a variety of positions*

# mission:

*to provide information from foreign public media*

## foreign broadcast information service

### The Foreign Broadcast Information Service (FBIS)

- Monitors foreign public media—radios, press agencies, television, newspapers, journals, and books—and disseminates the collected information to U.S. Government agencies
- Provides systematic analysis of foreign media
- Provides translation support to U.S. Government

## career opportunities

### Information Officer (Editor)

- Organize and edit a news-type publication issued five days a week
- Staff a 24-hour wire service which provides important material to key Government offices
- Manage field bureau operations and supervise junior editors and foreign national monitors

Applicants should have good English skills, a strong professional interest in foreign affairs, and willingness to live and work overseas. A bachelor's degree is required. Majors in English, history, international relations, area studies, and journalism are desirable, as is experience in news writing and editing or in

overseas and work evening and weekend shifts is mandatory. Entry level is at the GS-07 to GS-10 level depending on qualifications and experience.



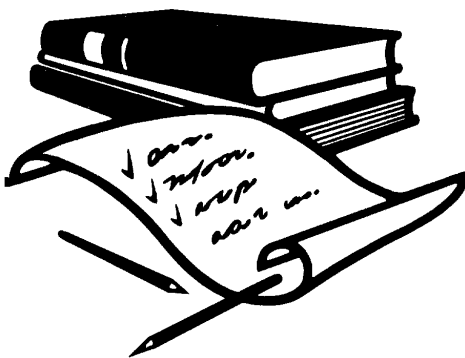


- Scan foreign-language publications for critical information needed by the foreign affairs community
- Have substantive responsibility for a country, geographic area, or specialized topic
- Provide translation and other language support to officers of the foreign affairs community

**A**pplicants must have a good command of English plus a foreign language reading ability at level 4 (on scale of 1 to 5 where 5 is native) for the more common languages and level 3 for less common languages. A degree in social or political science, area studies, or international relations is desirable. For positions which combine language ability with a science and technology

background, a degree in a relevant field is required. Work is primarily in the Washington, D.C. area. Starting salaries generally range from GS-07 through GS-11 depending upon education and experience.

## Analyst

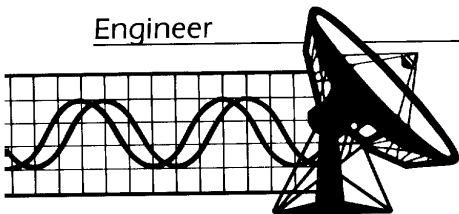


- Correlate media content and behavior with policy trends and intentions in the countries studied
- Write articles for weekly publication and for rapid dissemination in the foreign affairs community
- Produce in-depth analytic studies and special memoranda responsive to interests of U.S. policymakers

**A**pplicants should have a graduate degree or equivalent experience in Soviet or Chinese studies or in area studies of other key countries, with emphasis on domestic or international politics. Ability to read newspaper and journal materials in the language or languages of these countries is desirable. Analysts are expected to produce cogently written articles or studies, often against

short deadlines, as well as to conduct longer range research. Work is in the Washington, D.C. area. Entry level salaries generally range from GS-09 through GS-12, depending on qualifications and experience.

## Engineer



**P**ositions range from entry level to senior system and design engineers. These positions are at the professional level and require a bachelor's degree in electronics or electrical engineering or in a closely related scientific field. Areas of specialty are quite broad, dealing with analog devices such as receiver complexes and satellite earth terminals to digital communication systems.

- Plan, design, install, and evaluate foreign and domestic field installations
- Develop and implement future collection systems and installations on a worldwide basis
- Exploit emerging technologies to support the global FBIS mission

Work is in the Washington, D.C. area and virtually every part of the world. Overseas assignments can be for a two-year tour or for the completion of a special project. Salary ranges are competitive depending upon experience and qualifications.

Engineering technician positions are also available and require extensive practical experience or a two-year

degree in electronics. These positions also have overseas assignment possibilities.

Career opportunities are also available in communications and radio intercept and monitoring. Military or comparable civilian experience desirable.

## travel & benefits

**I**nformation officers serve about half their careers overseas in two- and three-year assignments. Engineers and technicians may also serve overseas. Language officers have the opportunity for temporary duty overseas. Analysts have occasional opportunities for travel and research abroad.

**M**edical insurance plans, sick and annual leave accrual, other insurance and retirement plans are available. Standard overseas benefits apply to those assigned abroad.



**U.S. citizenship is required.**  
**An equal opportunity/affirmative action employer.**

1. The mission of the Foreign Broadcast Information Service (FBIS) is the collection of information from foreign open sources such as radio broadcasts, television, press agencies, printed media, and political, economic, scientific and technical journals in answer to the needs of the foreign affairs and intelligence communities. Functions involve the monitoring, selection, translation, editing, analysis, and dissemination of collected information as a service of common concern to U.S. Government agencies.

2. Disciplines which are important to FBIS include:

a. Liberal Arts

History  
English  
Journalism  
Foreign Affairs/International Relations  
Language majors  
Area Studies Specialists with language skills  
Social Sciences  
Political Science

b. Science and Technology

Electrical Engineering  
Communications Specialists  
Radio frequency signal analysis  
Video Production  
Electronics

3. Areas of research, development, and analysis which are covered by FBIS include:

Substantive responsibility for a country, geographic area, or specialized topic.

Analysis through correlation of media content and behavior with policy trends and intentions by country.

Research in terrestrial and satellite antenna design and related reception and communications equipment.

Computer research with emphasis on large text-editing systems.

Collection/selection/translation/editing.

4. Technologies relevant to FBIS include:

Digital communication systems  
Satellite earth terminals  
Computer technologies

5. Types of positions and non-supervisory grade ranges in FBIS:

|                           |                     |
|---------------------------|---------------------|
| Foreign Language Officers | GS-07 through GS-12 |
| Analysts                  | GS-09 through GS-13 |
| Editors                   | GS-07 through GS-12 |
| Engineers                 | GS-07 through GS-12 |
| Communicators             | GS-07 through GS-11 |
| Cruiser-Monitors          | GS-07 through GS-12 |

6. A broad range of training and educational opportunities are offered both within the Agency and without. They include management training, skills courses, technical training, and continued education at the graduate level as appropriate.

7. For Language Officers and Analysts there are periodic opportunities for travel to attend domestic conferences or training courses. Depending on geographic area of assigned responsibility and on operational needs, there are occasional opportunities for foreign travel. For Editors, Engineers, etc. short-term assignments, both foreign and domestic, are expected of all personnel. Editorial, engineering, and radio frequency analysis career tracks are expected to accept regular foreign tours as part of their normal career pattern.

8. FBIS offers a broad range of career opportunities in an atmosphere that contains elements of newsroom, foreign service, and university campus. Editors serve overseas in bureaus on four continents. Analysts pursue their specialties in an environment that encourages creativity while insisting on methodological rigor and cogent use of evidence. People with an aptitude for and love of languages have excellent opportunities to perfect and broaden their skills and to apply them in a wide variety of substantive areas. In all these positions, as in supporting engineering and technical work, there are career ladders both for aspiring managers and, increasingly, for those who prefer to pursue their specialties without managerial responsibilities. A limited number of non-supervisory positions at the GS-13 and GS-14 levels are available. All FBIS career tracks can lead to supervisory positions at the SIS level.

9. Offices within FBIS have extensive contacts with other Government components. The primary purposes of these contacts are to facilitate the mission of FBIS and coordinate service to other Government agencies; to stay abreast of developments, total collection effort, and requirements in areas of assigned responsibility; and to review and evaluate FBIS reporting and products.

10. A career with FBIS provides opportunities for considerable personal and professional growth, with assignments of considerable responsibility coming early in the career. FBIS careerists have the opportunity to perform a wide variety of tasks, with opportunities for overseas tours available in several career categories. For those with language skills FBIS offers the opportunity to utilize and develop the full range of foreign language skills, area studies expertise, and analytical skills. Overseas employees must be prepared for the rigors of foreign service. All employees must be able to respond quickly and with good judgment to high level consumers, often under demanding conditions.

11. Restrictions placed on the employee include the normal Agency security and medical restrictions.

12. (See #8.)